

QUALITY CONTROL CHECKLIST

| | | |
|--|--|------------------|
| DATE SHIPPED: | Shipped via: USPS UPS DHL FedEx Other: | |
| DD Form 2624: | | Completed |
| <p>1. Are blocks 1-10 filled out correctly? UC – Urinalysis Coordinator</p> <p>Block 1 – Your unit's mailing address. Block 2 – Additional Service Information: Unit's Major Command (MAJCOM), Urinalysis Coordinator's (UC) Name and phone number. Block 3 – Base Area Code, BAC (example CD07). Block 4 – Unit Identification Code, UIC. Block 5 – Batch number. Block 6 – Date Specimen Collected. Block 7 – Specimen number. Use Pre-printed on the form. Do not change number. Block 8 – DOD number pre-printed with DTP Lite. The DOD number must match the DOD number on the bottle label and ledger. Block 9 – Test Basis (IR, IU, IO, PO, etc.). Block 10 – Test Information – (A for E-4 and below or B for E-5 and above).</p> | | |
| 2. Are all applicable blocks completed on front of DD-2624? | | |
| 3. Are all errors properly corrected (with UC initial and date) and/or documented on a Certificate of Correction? | | |
| 4. Does the DD-2624 have a Unit Urinalysis Ledger that mirrors it? | | |
| 5. Does the date on the front of the DD-2624, the back of the DD-2624, Unit Urinalysis Ledger, and specimen label match? | | |
| 6. Are the documents filled out with black ink? | | |
| 7. Is the chain of custody (DD-2624, Block 12) correctly completed indicating all changes in custody? | | |
| For DTP Lite Completed DD Form 2624: | | Completed |
| 1. Is the UIC and BAC pre-printed on the form? If not, a Certificate of Correction must be completed for each batch for the Specimen labels. Do Not handwrite the UIC and BAC on the specimen labels. You may handwrite the UIC and BAC on the DD-2624, but you must blacken out the top barcode and initial and date each entry. | | |
| 2. If there are voided specimens and/or specimens with corrections to the DOD number - blacken out bar codes, initial and date. If there is a correction, use Memorandum of Correction for sample. | | |
| 3. Is the DD-2624 printed Head to Head? If barcodes are blacken out on the form, they must be blackened up to one inch from the DD-2624's left edge? | | |

QUALITY CONTROL CHECKLIST

| | |
|--|------------------|
| Unit Urinalysis Ledger: | Completed |
| 1. Does the Unit Ledger record the member's correct printed name and signature? | |
| 2. Does the Unit Ledger record the observer's correct printed name and signature? | |
| 3. Is the Unit Ledger stored in a secure location? | |
| Specimen Label and Bottle: | Completed |
| 1. Is the amount of urine adequate for testing (at least 30ml)? | |
| 2. Are all entries on the label in the proper location? | |
| 3. Are all bottle caps securely tightened? | |
| 4. Was tamper evident tape placed over the cap of the bottle, touching the label on both sides? Is all information legible? | |
| 5. If tamper tape broke while the UPL was applying it, was a second piece correctly applied over the broken piece and a Certificate of Correction completed? Remember – do not send anything that records the donor's name to the lab. | |
| 6. Are the member's and UC's initials recorded on the specimen label? | |
| 7. Are all errors properly corrected with initial and date and/or with a Certificate of Correction? | |
| 8. Are the bar codes on DTP Lite-generated labels blacked out if the DOD number was corrected? | |
| Shipping: | Completed |
| 1. Did the UC ensure that the specimen numbers were annotated on the box and specimens placed inside the box in the order they are listed on the corresponding DD-2624? | |
| 2. Did the UC ensure that an absorbent pouch was placed in each box? | |
| 3. Did the UC ensure that all seams on the box were secured with one continuous piece of tape (one piece around the middle and one on each end)? | |
| 4. Did the UC ensure that his/her signature (legible) was written on the top and bottom of each box, from corner to corner, touching the tape on each side? | |
| 5. Did the UC ensure that the original DD-2624 (front and back on one piece of paper printed Head to Head (two separate pieces of paper is a NO GO) and any Certificates of Correction were placed in an envelope and taped to the top of the corresponding box? | |
| 6. Did the UC ensure that each box was placed in a white leak-proof bag? | |